



**MONROE COUNTY PLANNING DEPARTMENT**  
**APPLICATION FOR AN AMENDMENT TO A MAJOR**  
**CONDITIONAL USE APPROVAL**  
**Application Fee: \$2590.00**

**In addition to the above application fees, the following also apply:**  
**\$50.00 Fire Marshal Fee**  
**\$245.00 for each newspaper advertisement x 3**  
**\$3.00 for each property owner noticed**

All information must be completed in full before the application can be processed by the Planning Department. If you have any questions, please contact the Planning Department office closest to you.

1) PROPERTY OWNER(S): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

2) AGENT NAME/TITLE: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

3) Development Order or Resolution being amended: # \_\_\_\_\_

Date Recorded: \_\_\_\_\_ (please attach copy)

4) LEGAL DESCRIPTION OF THE PROPERTY:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Key: \_\_\_\_\_ Mile Marker: \_\_\_\_\_

**If in metes and bounds, attach a legal description on separate sheet.**

5) Land Use Designation: \_\_\_\_\_

6) Real Estate Number(s): \_\_\_\_\_

7) Street address of property if applicable, and general location description: \_\_\_\_\_  
\_\_\_\_\_

8) PROPOSED CHANGE: \_\_\_\_\_

A) Is a time extension being requested? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

If Yes, from \_\_\_\_\_ to \_\_\_\_\_

B) Is the Site Plan being revised? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

If yes, attach the approved site plan, a revised site plan, and list below all proposed changes.  
Please give a reason for each change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C) Other: *(Describe)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9) Please attach the necessary documents per **Attachment "A"**.

10) If the supporting data such as blueprints or surveys are larger than 8 1/2 x 14 inches, the applicant shall submit sixteen (16) copies of each.

11) Photograph of subject property.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ A.D.

\_\_\_\_\_  
Notary Public  
My Commission Expires

## **ATTACHMENT A**

The following documents may be required to be submitted with your application; please consult with a Planner. Photographs of the site will be necessary in all cases.

### **I. GENERAL**

- a) Photographs of site; looking N, E, S & W from perimeters of property and from road;
- b) A copy of the official plat, if the proposed development is in a platted subdivision;
- c) A survey prepared by an engineer or surveyor currently registered in Florida, containing his/her seal and signature. Indicate all existing structures, paved areas, location of all utility structures, bodies of water, docks, piers, existing grade and mean high water line;
- d) A vegetation survey or habitat analysis, if applicable;
- e) A landscape plan:
  1. A scale of 1 inch = 20 feet, one acre or more 1" = 40 feet;
  2. Property lines;
  3. Dimensions;
  4. Structures;
  5. Existing natural features;
- f) Drainage plan showing final site grading with existing proposed topography prepared by a registered engineer, currently licensed in Florida, in accordance with the drainage ordinance;
- g) Elevation drawings of all structures (existing and proposed) with elevation referenced to USGS datum of the following features: existing ground surfaces finished grades, top of foundation, floor elevation, roofline and highest point of the structure;
- h) Traffic study (if applicable) in accordance with the Traffic Study Handbook;
- i) Phasing schedule (if applicable).

### **II. SITE PLAN**

- a) A scaled site plan (at a minimum scale of 1" = 20 feet for projects of less than one acre; 1" = 40 feet for projects of one acre or more) including, but not limited to, the following requirements:
  1. Dimensions of the property and of all existing and proposed structures. Include all adjacent property and roadways on site plan and outside dimensions of entire parcel;
  2. Setbacks;
  3. Parking and loading zone locations and dimensions;
  4. Landscape plan and any open space preservation areas;

5. Improvements for the handicapped according to the state requirements;
6. Calculations for open space ratios, floor area ratios, density and parking;
7. Outdoor lighting location and type;
8. Mean high-water line and shoreline;
9. Square footage and location of wetlands, including mangroves;
10. Provisions for solid waste separation, storage and removal.

III. Conceptual Floor Plans - scale 1/4" = 1'.

IV. Section Drawing of the Building from N, S, E & W.

V. TYPED NAME AND ADDRESS **MAILING LABELS** of property owners within a 300 feet radius of the subject property. This list should be compiled from the current tax rolls located in the Property Appraiser's Office. **Also**, please provide the listing of the names, subdivision name, lot and block # and the RE #'s for each address and note those that are adjoining the property. Adjoining lots are not disrupted by a canal or street. When a condominium is adjoining the property within the three hundred (300) feet, each unit owner must be included.

VI. Letters of Coordination with local, regional, state and federal agencies may be required for development; some or all of the agencies listed below may be included in the development review. (*A list of contact people, phone numbers and addresses is available on request at each Planning Department office.*) Please consult with a Planner to determine which coordination is needed for your proposal.

- a) Florida Keys Aqueduct Authority (FKAA)
- b) Florida Department of Health and Rehabilitative Services (HRS)
- c) Florida Keys Electric Cooperative (FKEC)
- d) Fire Marshall
- e) Florida Department of Transportation (FDOT)
- f) South Florida Water Management District (SFWMD)
- g) Florida Department of Environmental Protection (FDEP)
- h) Florida Game and Freshwater Fish Commission (FGFWC)
- i) U.S. Army Corps of Engineers (ACOE)
- j) U.S. Fish and Wildlife Services (USFW)